

21st Century Community Learning Centers

IDOE EZReports Data Collection

Instructions for 2010–2011

EZReports
Web-based After School Reporting System

Overview

These instructions will guide you in entering the information necessary for federal reporting.

Important notes:

Reporting period: 2010–2011 school year data is from the period June 1, 2010–May 31, 2011. **This is the annual reporting time period.** Summer 2011 will be included the federal report for the next reporting period.

Levels of information: Some information is about the overall program across all sites within a grant award; some information is site-specific. These instructions are divided into Program Level and Site Level. These names refer to the level at which the information is entered into EZreports (Program Director or Site Coordinator); note that some site-specific information is entered into EZreports at the Program Director level.

Accessing the System

- ☐ Go to your 2010–2011 EZreports website: **www.ezreports.org/Indiana1011**
- ☐ USER ID and Password for the EZreports 2010–2011 system are located on the 3x5 index card. This log on information will take you to the program director level.
- ☐ To get to a specific site:
 - a. Log on as the Program Director
 - b. On the menu bar, click "Site"
 - c. On the dropdown menu, click "Manage Site". A list of sites will come up.
 - d. Select the site you want to get into to and click the "Logon to Site" button. You are now at the home screen for the Site Coordinator level
 - e. You can return to the Program Director level by clicking "Exit Site".
- ☐ Program Directors should determine what personnel are responsible for entering each piece of information.
- ☐ **Technical Assistance:** If you need assistance, please contact:

Jae Chung at 812-856-2367 (jachung@indiana.edu) or
Gary Zhou at 812-855-4438 (zejzhou@indiana.edu).
- ☐ Please report any errors or omissions in the manual to Jae Chung at jachung@indiana.edu.

Program Director-Level Entry

This information will be entered at the level of the Program Director. To ensure that you are at the Program Director level in EZreports, check to make sure that the words "Exit Grantee" is located on the right side of your screen.

EZReports
Web-based After School Reporting System

Indiana - Afterschool Program 2009-2010

Home | Options | EZEval

Welcome Jae

TEST GRANTEE

Quick Help Report Problem

Exit Grantee

Program Site Administration Upload Reports Help

Grantee Information

Program Information
Grantee: TEST GRANTEE
Program: 21STCCLC CARES
Number of Grants: 2
Number of Active Sites: 7
Total Program Days (Unique): 142
Sum of all Program Days: 207

Registration Summary

	Student	Adult
Proposed	708	95
Registered	14	2
Active	14	2
Dropped	0	0

[Show Details>>](#)

Contact Information
State Evaluator:
Knox, Dre' 317-232-6986 dknox@doe.state.in.us
Local Evaluator:
Knox, Dre' 317-232-6986 dknox@doe.in.gov
Zhou, Gary 812-606-7809 zeizhou@indiana.edu
Technical Assistant:
Knox, Dre' 317-232-6986 dknox@doe.state.in.us

A. Grant Information

What is this?

This section gives an overview of your grant award, including a short description of your project, dates of the program, and funding and contact information.

Who enters this information?

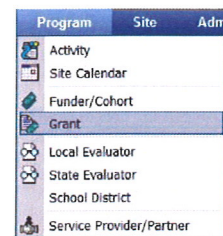
Program Director or a person delegated by Program Director

What level of the program does this information target?

The overall program within a particular grant award.

How do I get to the entry page?

1. Start at the top menu bar. Click on "Program".
2. From the drop-down menu, click on "Grant".
3. If you have multiple grant awards from the state 21st CCLC program, click on the grant award for which you are going to enter data first. It will then be highlighted.
4. Now that the grant is highlighted, click on the **Edit Grant** button. You will reach the following screen labeled "Grant Information":

A screenshot of the 'Grant Information' entry page. The page has a tabbed interface with 'Grant' selected. Below the tabs are buttons for 'Save & Continue', 'Save & Close', and 'Cancel'. The form fields include: 'Grant Number' (with a red asterisk), 'Grant Name' (with a red asterisk), 'Start Date' (7/13/2009), 'End Date' (5/20/2012), '21st PPICS ID (LPA)', 'Project Description', 'Web site Address', and 'Organization Name'. At the bottom, there is a checkbox labeled 'Please check if grant is 21st CCLC grant and PPICS reports needed:' which is checked.

What do I need to enter?

For most of you, this information will already be present. If necessary, update all data in all fields. You only need to add the information noted below.

To Begin: Enter the following information:

- **DO NOT ENTER INFORMATION IN THE "21st PPICS ID (LPA):" FIELD.**
- **Project description.** In the "Description" box, enter 2–3 sentences describing your project.
- **Website address.** In the "Web site Address" box, enter your website address if you have one. If not, leave it blank.
- **21st CCLC (state) funding.** In the boxes labeled "Year 1" to "Year 5" (depending on Cohort) under "Funding Amount", enter the amounts your project is funded for each year of 21st CCLC funding.

TO SAVE WORK: Click the **Save & Close** button. You will be back at the list of grant awards.

To Continue: If you have multiple grant awards, select another grant award and repeat the steps above. Do this for each of your grant awards.

To Edit: If you need to edit these fields after entering information, select the grant award and click **Edit Grant**. Make sure to click **Save & Close** when finished.

B. Grant Objectives

What is this?

This section gathers information on the objectives you described in your grant proposal, the areas targeted by these objectives, and the status of the objectives. In subsequent years, you will have the opportunity to add, drop, or modify these objectives.

Who enters this information?

Program Director or a person delegated by Program Director

What level of the program does this information target?

The overall program within a particular grant award.

How do I get to the entry page?

1. Start at the top menu bar. Click on "Program".
2. From the drop-down menu, click on "Grant"
3. If you have multiple grant awards from the state 21st CCLC program, click on the grant award for which you are going to enter data first. It will then be highlighted.
4. Now that the grant is highlighted, click on the **Edit Grant** button.
5. Click the "Grant Objectives" tab (circled below). You will reach the following screen:

Grant Objective/Short Term Performance Measure for Knox Corporation 4

Continue Cancel

Add Objectives Edit Delete

EZReports ID	Objective No.	Objective/Short Term Performance Measure	Status	Action
373	1.0	All students at Garoffolo Univ. improve one letter grade in math from fall 2009 to spring 2010.	Did not meet, but progressed toward the stated Objective/Short Term Performance Measure	
374	1.1	40% of Knox Elementary students will improve their regular day school attendance from fall 2009 to spring 2010.	Did not meet, but progressed toward the stated Objective/Short Term Performance Measure	
2231	1.1	EV 1.1 - Evansville K-2 - By Spring 2010, 71% of regular attendees will pass the DIBELS math assessment (be at benchmark recommendation level).	Revised the stated Objective/Short Term Performance Measure	
2111	1.2	70% of students at Garoffolo Univ. will pass the NWEA assessment by the end of Spring 2010.	Did not meet, but progressed toward the stated Objective/Short Term Performance Measure	

What do I need to enter?

This section is about the program objectives you had when you began your program. You will enter information about **each** objective. This information will need to be entered for **each** grant award.


To Begin: To add a new objective, click on the **Add Objectives** button. Alternatively, to edit an existing objective, click on the (Edit) button to the right of the objective: This will bring up the following screen:

Grant Objective/Short Term Performance Measure Information		
Objective/Short Term Performance Measure No.	1.0	
Objective/Short Term Performance Measure	All students at Garoffolo Univ. improve one letter grade in math from fall 2009 to spring 2010.	
Reason for modification		
Objective/Short Term Performance Measure Classification		
Classify Objective/Short Term Performance Measure	Yes	No
Objective/Short Term Performance Measure in question is currently active	<input checked="" type="radio"/>	<input type="radio"/>
GPRA Domain - Student Achievement	<input checked="" type="radio"/>	<input type="radio"/>
GPRA Domain - Student Behavior	<input checked="" type="radio"/>	<input type="radio"/>
GPRA Domain - Participation in Core Educational Services	<input checked="" type="radio"/>	<input type="radio"/>
GPRA Domain - Participation in Enrichment Activities	<input checked="" type="radio"/>	<input type="radio"/>
Non-GPRA Domain - Participant Retention	<input type="radio"/>	<input checked="" type="radio"/>
Non-GPRA Domain - Hours of Operation	<input type="radio"/>	<input checked="" type="radio"/>
Non-GPRA Domain - Activity/Service Provision	<input checked="" type="radio"/>	<input type="radio"/>
Non-GPRA Domain - Community Collaboration	<input type="radio"/>	<input checked="" type="radio"/>
Non-GPRA Domain - Social Development	<input checked="" type="radio"/>	<input type="radio"/>
Non-GPRA Domain - Safe and Secure Environment	<input checked="" type="radio"/>	<input type="radio"/>
Non-GPRA Domain - Other Description		
Objective/Short Term Performance Measure Status & Comment		
Status	Did not meet, but progressed toward the stated Objective/Short Term Performance Measure	
Comments		
21st PPICS ID (LPA):		
<div> <input type="button" value="Save & Close"/> <input type="button" value="Save & Add Another"/> <input type="button" value="Cancel"/> </div> <div style="text-align: right;">*-Mandatory Fields</div>		

Enter the following information:

- **Objective/Short Term Performance Measure No.** Use the objectives from your **original** grant proposal.
- **Objective/Short Term Performance Measure.** Use the objectives from your **original** grant proposal.
- **Objective/Short Term Performance Measure Classification.** For each item under "Objective Classification", click on "Yes" if it applied to the objective for 2010–2011 school year. **Click on ALL that apply.**
- **Objective status.** Click on the drop-down menu marked "--Select--" and choose the status that represents where your program is on that objective.
- **Comments on objective status.** You have the opportunity to write comments about the objective if you wish.

TO SAVE WORK: After first objective has been added, click on . If you have entered all objectives, click on .

To Edit: If you need to edit an objective after it has been added, select the objective from the "List of Grant Objectives" and click the icon marked  (Edit). After making revisions, click .

C. Other Funds

What is this?

This section gathers information about program funding other than state 21st CCLC funds that you have received for your program.

Who enters this information?

Program Director or a person delegated by Program Director

What level of the program does this information target?

The overall program within a particular grant award.

How do I get to the entry page?

1. Start at the top menu bar. Under "Program", click on "Grant".
2. If you have multiple grant awards from the state 21st CCLC program, click on the grant award for which you are going to enter data first. It will then be highlighted.
3. Now that the grant is highlighted, click on **Edit Grant**.
4. Click on the "Other Funds" tab. You will reach the following screen:

Grant Grant Objectives **Other Funds** Site Provider/Partner

Other Funds for test1 Previous Next

Save & Continue Delete Cancel

Other Sources of Funding

☐ Supplemental Education Services

☐ Upward Bound

☐ Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)

☐ Even Start

☐ School Dropout Prevention Program

☐ Safe and Drug-Free Schools

☐ Safe Schools/Healthy Students Discretionary Grant

☐ Early Reading First

☐ Migrant Education Program

☐ Carol M. White Physical Education Program

☐ Mentoring Grants

☐ Other Federal Sources of Funding

☐ Other State Sources of Funding

☐ Funding from the local school district(s)

☐ Foundation Funding

☐ Title I

☐ Other

☐ None of the above

Other (Provide description within 255 characters)

Save & Continue Delete Cancel

What do I need to enter?

To Begin: Indicate which sources you received funding from for the **2010–2011 school year**. Check all that apply.

TO SAVE WORK: Click **Save & Continue**. Your work will be saved, and you will be taken to the next tab. Unfortunately, there is no **Save & Close** button here.

To Continue: If you have multiple grant awards, select another grant award and repeat above. Do this for each of your grant awards.

To Edit: If you need to edit these fields after entering information, select the grant award by following steps 1–4 above, then begin your work again. Make sure to click **Save & Continue** when finished.

D. Service Provider/Partner

What is this?

There are two sections about providers. In this section, you will enter and edit the list of service providers and partners associated with your sites.

Who enters this information?

Program Director or a person delegated by Program Director

What level of the program does this information target?

All providers across the entire program.

How do I get to the entry page?

1. Start at the top menu bar. Click "Program".
2. From the drop-down menu, click "Service Provider/Partner".
3. You will reach the following screen. A list of associated partners will be shown on the left.

Provider/Partner							
<div>Add Edit Delete Associated Sessions</div>							
#	List of Active Provider/Partner(s)	Organization Details					
1	Eiteljorg Museum	Organization Name: Eiteljorg Museum					
2	Strong Kids Foundation	Provider/Partner Type : Museum					
3	Youth Lead, Inc.	Director Name: garoffolo, emily					
List of Inactive Provider/Partner(s)		List of Locations					
#	Organization	#	Location	Contact Person	Phone	Fax	Email
1	Ford Foundation	No record found					
<div>Add Edit Delete</div>							

What do I need to enter?

To Begin: Enter the following information to indicate the contributions made by providers at your sites during the **2010–2011 school year**:

- Click **Add**; add all information for providers/partners during the reporting period.
- Select a partner associated with that site from the list and click **Edit** and update all information.
- **Delete any providers/partners listed twice.**

TO SAVE WORK: Click **Save & Close**. You will be back at the list of grant awards.

To Continue: Repeat this process for all partners on the site's list. Repeat this process for all sites.

To Edit: If you need to edit these fields after entering information, select the site and partner and click **Edit**. Make sure to click **Save & Close** when finished.

E. Provider/Partner Financial Contributions

What is this?

In this section, you will indicate the financial contributions (**including in-kind contributions**) made by partners who have already been entered at the level of the site (see section D, above).

Who enters this information?

Program Director or a person delegated by Program Director.

What level of the program does this information target?

All providers across the entire program.

**** Please note that ALL providers/partners will need to update this section annually. ****

How do I get to the entry page?

1. Start at the top menu bar. Under "Program", click on "Grant".
2. Click on **Edit Grant**.
3. Click on the Provider/Partner tab. You will arrive at this screen:

Provider/Partner Information for Knox Corporation 4

Close

Select Provider/Partner

Organization Name	Provider/Partner Type	Director Name	Action
Eiteljorg Museum	Museum	garoffolo, emily	Edit Delete Drop
Strong Kids Foundation	Nationally Affiliated Nonprofit Agency - Other	Howe, Dewey Cheatham	Edit Delete Drop
Youth Lead, Inc.	Community-Based Organization or other Not-For-Profit Organization	Wallace, William	Edit Delete Drop

List of Inactive Provider/Partner(s): Click on 'Activate' to Activate

Organization Name	Director Name	Phone	EMail	Inactive Since	Action
No records found					

Close

What do I need to enter?

To Begin:

If a provider is **not** listed under the "List of Provider/Partner(s)" section, take the following steps:

- click **Select Provider/Partner**
- from the drop-down menu next to "Provider/Partner Name:", select the providers that you wish to add:

Add Provider/Partner Information

Provider/Partner Name: **-Select-**

21st PPICS ID (LPA): **-Select-**

Value of Contributions(\$): **-Select-**

Served as a Subcontractor? ☐ \$): **-Select-**

Rate of Service(\$): **-Select-**

Start Date: **-Select-**

Comments: **-Select-**

Contribution Information

Please specify the primary contribution(s) of the Partner	Yes	No	Unknown
Provide Evaluation Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Funding/ Raise Funds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Enter the following information:

- **Value of contribution** (in-kind dollar amount, if any). Estimate this cost based on what you would have to pay for this contribution.
- **Served as a Subcontractor? & Value of Subcontractor** (Yearly). Check the box, if applicable, and note the total value of the contract. IDOE will compare to your current budget on file for that reporting year.
- **Rate of Service**. Total from all above boxes. Enter the amount in dollars, and then select the appropriate unit from the drop-down menu.
- **Primary Contributions**. Answer all questions "Yes" or "No". No question should be left "Unknown".
- **Comments**. Enter comments, if you wish, on something related to that partner's contribution.

Edit Provider/Partner Information

Provider/Partner Name: **Eiteljorg Museum**

21st PPICS ID (LPA): **-Select-**

Value of Contributions(\$): **1000**

Served as a Subcontractor? ☒ Value of Subcontract(\$): **1000**

Rate of Service(\$): **1000** per **Year**

Start Date: **7 / 13 / 2009** (MM/DD)

Comments: **academic enrichment youth programs addressing US history, geography, arts, and music.**

Contribution Information

Please specify the primary contribution(s) of the Partner	Yes	No	Unknown
Provide Evaluation Services	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Funding/ Raise Funds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Provide Programming/Activity-Related Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide Goods/Materials	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide Volunteer Staffing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Provide Paid Staffing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Give Description)			

Save & Close **Save & Add Another** **Cancel**

*-Mandatory Fields

TO SAVE WORK: Click **Save & Close**. You will be back at the list of sites.

To Continue: Repeat this process for each site.

To Edit: If you need to edit these fields after entering information, click the **Edit** link to the right of the provider (see the screenshot under Step 3, above). Make sure to click **Save & Close** when finished.

F. Local Evaluator

What is this?

This section gathers information about the local evaluator(s) that work with your program's sites throughout the year.

Who enters this information?

Program Director or a person delegated by Program Director

What level of the program does this information target?

All sites.

How do I get to the entry page?





1. Start at the top menu bar. Click "Program".
2. From the drop-down menu, click "Local Evaluator". You will reach the following screen:

Local Evaluator

Click to Retrieve Local Evaluator by Last Name

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

List of Local Evaluators


#	Organization Name	Contact Name	Phone	Fax	Cell	Email	Action
1	Indiana Department of Education (IDOE)	Knox, Dre'	317-232-6986	317-232-9121		dknox@doe.in.gov	 
2	CEEP (CEEP)	Zhou, Gary	812-606-7809	812-606-4562	186-223-1323	zejzhou@indiana.edu	 

Add Local Evaluator

What do I need to enter?

To Begin: add a new local evaluator, click **Add Local Evaluator**. Enter all required information.

TO SAVE WORK: Click **Save & Close**.

To Edit: If you need to edit these fields after entering information, click the  icon (in the "Action" column) to the right of the evaluator you wish to edit. Be sure to click **Save & Close** when you are finished.

G. Site Information

What is this?

This section is about how many students you proposed to serve in your original proposal. Although this may have changed since that time, you should enter the information from your original proposal. If this information was not included in your original proposal, call IDOE.

Who enters this information?

Program Director, Site Coordinator, or person delegated to do so.

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. From the top menu bar, under "Site", click on "Manage Site."
2. A list of your sites will be shown on the left side. Click the site for which you want to enter data first.
3. Click the **Edit Site** button. You will reach the following screen:

The screenshot shows a web application interface for entering site information. The form is titled "Site Information" and has tabs for "Site", "Feeder Schools", "Semester Dates", "Site Hours", and "Prior Programs". The "Site" tab is active. The form is divided into several sections:

- Site Information:** Contains fields for Site Name (Garoffolo Univ.), Site Type (College or University), Program Name (University Success), Start Date (7/13/2009), 21st PPICS ID (LPA), Proposed # of students (200), Proposed # of adults (30), # of students in previous program (0), # of adults in previous program (0), and NCES ID (xxxx). Buttons for "Save & Continue", "Save & Close", and "Cancel" are present.
- Physical Address:** Contains fields for Address (111 Univ. Blvd), Address 2, City (Indianapolis), County (Marion), State (Indiana), and Zip (46217).
- Mailing Address:** Contains a checkbox for "Same as physical address" (checked), and fields for Address (111 Univ. Blvd), Address 2, City (Indianapolis), County (Marion), State (Indiana), and Zip (46217).
- Site Coordinator:** Contains fields for Last Name (Webb), First Name (Brandon), Work Phone (317-222-2222), Fax, Mobile, and Email (xdfdf@hotmail.com). It also has a checkbox for "Same as physical address" (checked) and fields for Address (111 Univ. Blvd), Address 2, City (Indianapolis), County (Marion), State (Indiana), and Zip (46217).
- Site Coordinator's Access:** Contains fields for User Name (bwebb), Password (masked with dots), and Confirm Password (masked with dots). It includes "Password Rules" (Cannot be the same as user name, Minimum of 8 characters (no spaces), Must include both letters and numbers, Must include both lower and uppercase) and a note: "Note: If you change the user name, you need to change the password also." Buttons for "Save & Continue", "Save & Close", and "Cancel" are present.

What do I need to enter?

To Begin: Only enter the following fields:

1. **Site Information.**

- Program name.** Enter the correct name for your program (e.g., "The Zone", "SPARKS", etc.)
- Proposed students.** Enter the number of students proposed to be served during **regular activities** (not including special events) during the 2010–2011 school year.
- Proposed adults.** Enter the number of adult family members proposed to be served during **regular activities** (not including special events) during the 2010–2011 school year. Please enter "0" if no adults were targeted.

2. **Physical Address and Mailing Address.** Enter or update information as necessary.

3. **Site Coordinator.** Enter or update information as necessary.

4. **Site Coordinator's Access.** Create or modify the site coordinator's username and password in these fields, as necessary (e.g., when a new site coordinator is hired).

**** Note:** The fields pertaining to "# of students/adults in previous program" will be compiled by IDOE over all years. **DO NOT COMPLETE THESE FIELDS.**

**** Note:** Program Director should update all information for current coordinators to ensure proper rollover.

TO SAVE WORK: Click [Save & Close](#). You will be back at the list of sites.

To Continue: Repeat this process for each site.

To Edit: If you need to edit these fields after entering information, select the site and click [Edit Site](#). Be sure to click [Save & Close](#) when finished.

**** Note:** Please do not add, delete, drop, or change sites, as this can cause serious problems with data collection! Please contact IDOE directly to request assistance if your sites have changed from one year to the next. The only buttons used below should be the [Logon to Site](#) and the [Edit Site](#) buttons.

Site					
Add Site Edit Site Delete Site Drop Site Logon to Site					
#	List of Active Sites	Student Registration Summary			
1	Chung Elementary	Proposed Registered Active Dropped Regular			
2	Chung Elementary 2	Students:	333	0	0
3	Evansville Elementary	Adults:	0	0	0
4	Garoffolo Univ.				
5	Gary Center of intellectual enrichment	Enrollment/Attendance Options Selected			
6	Knox Elementary	Enrollment	Attendance		
7	test 4	Grade Level (Automatic)	Daily Attendance - Weekly		

H. Feeder School Information

What is this?

This section looks at information about the population of the host/feeder school from which your participants are drawn.


Who enters this information?

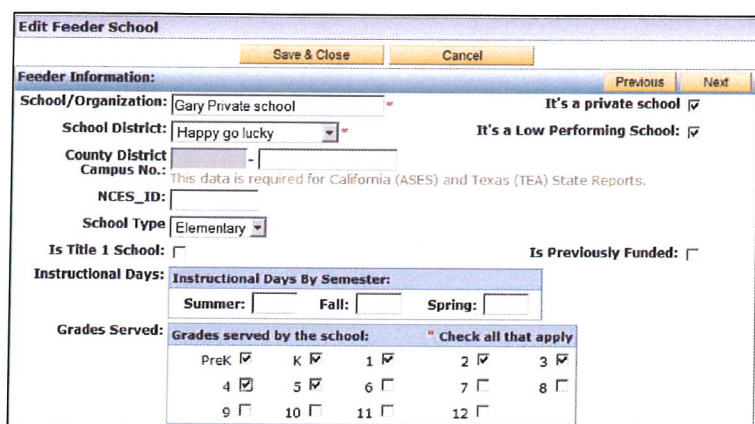
Program Director, or person delegated to do so.

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. Start at the top menu bar. Under "Site", click on "Feeder Schools."
2. Click on a feeder school to highlight it. (Note: IDOE will create the list of feeder schools for you.)
3. Click . You will reach the following screen:



Edit Feeder School

Save & Close Cancel Previous Next

Feeder Information:

School/Organization: Gary Private school It's a private school ☒

School District: Happy go lucky It's a Low Performing School: ☒

County District: -

Campus No.: This data is required for California (ASES) and Texas (TEA) State Reports.

NCES_ID:

School Type: Elementary

Is Title 1 School: ☐ Is Previously Funded: ☐

Instructional Days: Instructional Days By Semester:

Summer: Fall: Spring:

Grades Served: Grades served by the school: ☒ Check all that apply

PreK <input checked="" type="checkbox"/>	K <input checked="" type="checkbox"/>	1 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>
4 <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>
9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	

What do I need to enter?


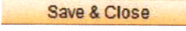
To Begin: Enter ONLY the following fields:

4. **Private school.** If the school is a private school, click the "It's a private school" box.
5. **Instructional Days and Grades** to be served. (Regular school instructional days, grades served based on application submitted.)
6. **Number of students in host school by grade level:** Under "Demographics by grade level," enter the number of students in the host school at each grade level for 2010–2011 school year.
7. **Number of students in host school by race.** Under "Demographics by race," enter the number of students in the host school for each race listed for 2010–2011 school year. Enter "0" if the school served no students in a particular race.
8. **Special education, LEP, free/reduced lunch.** Under "Other demographic information," enter the number of students in the host school in each category listed for 2010–2011 school year. Enter "0" if the school served no students in a particular category.

**** Note:** The demographic information in the last three sections pertains to TOTAL numbers from the regular school day versus students in 21stCCLC program.

**** Note:** Fields 9–12 will become mandatory in the future.

TO SAVE WORK: Click . You will be back at the full list of schools.

To Edit: If you need to edit these fields after entering information, select the school and click . Make sure to click  when finished.

I. Feeder Schools (Tab)

What is this?

This section allows you to associate feeder schools with your sites.

Who enters this information?

Program Director, or person delegated to do so.

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. From the top menu bar, click on "Site".
2. From the drop-down menu, click on "Manage Site".
3. If necessary, click the site you wish to edit. The site will now be highlighted.
4. Click on **Edit Site**.
5. **If your feeder school is identical to your site:**
 - a. Scroll down to the bottom to find the section titled "Site Feeder School(s)".
 - b. Check the box as pictured below.

Site Feeder School(s)

☒ Feeder School Same As Site

Save & Continue Save & Close Cancel

- c. Click **Save & Close**, and skip steps 6–7 below.
6. If your feeder school is **not** identical to your site, click on the "Feeder Schools" tab. You will arrive at the following screen:

Site Feeder Schools Semester Dates Site Hours Prior Programs

Feeder Schools for 'Chung Elementary' Previous Next

Continue Cancel

Select Feeder School

List of Active Affiliated Schools

Name	Start Date	Action
Evansville Elementary	4/12/2010	Edit Drop Delete

List of Dropped Affiliated Schools

Name	Drop Date	Action
No records found		

Continue Cancel

7. Click on the **Select Feeder School** button. A new window will pop up:

ADD Feeder School Information

School Name: -- Select -- *

Start Date: / / (MM/DD/YYYY) *

21st PPICS ID (LPA):

What do I need to enter?

** Note: Skip these steps if you followed step 5 above.

To Begin: Select a school from the drop down menu, and enter the Start Date.

TO SAVE WORK: Click .

To Edit: If you need to edit a feeder school associated with a site (e.g., to change an incorrectly entered start date), use the Edit link to the right of the feeder school (in the "Action" column).

J. Semester Dates

What is this?

This section allows you to enter the semester dates for each site.

Who enters this information?

Program Director, or person delegated to do so.

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. From the top menu bar, click on "Site".
2. From the drop-down menu, click on "Manage Site".
3. If necessary, click the site you wish to edit. The site will now be highlighted.
4. Click on **Edit Site**.
5. Click on the "Semester Dates" tab. You will arrive at the following screen:

The screenshot shows a web application interface for entering semester dates. At the top, there are tabs: 'Site', 'Feeder Schools', 'Semester Dates' (which is selected), 'Site Hours', and 'Prior Programs'. Below the tabs, the title is 'Semester Dates for 'Knox Elementary''. There are 'Previous' and 'Next' buttons on the right. Below the title, there are three buttons: 'Save & Continue', 'Save & Close', and 'Cancel'. The main form area contains two columns of date inputs. The left column is for 'Start Date' and the right column is for 'End Date'. Each column has three rows for 'Summer', 'Fall', and 'Spring' semesters. The 'School Year From' is set to '7/13/2009' and the 'School Year To' is set to '5/11/2010'. The date inputs are in MM/DD/YYYY format. At the bottom, there are three buttons: 'Save & Continue', 'Save & Close', and 'Cancel'.

Semester	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
Summer	7 / 13 / 2009	8 / 13 / 2009
Fall	8 / 17 / 2009	12 / 7 / 2009
Spring	1 / 5 / 2010	5 / 11 / 2010

What do I need to enter?

To Begin: Enter all dates for summer, fall, and spring semesters.

TO SAVE WORK: Click **Save & Close**.

To Edit: Follow all steps above.

K. Site Hours

What is this?

In assessing the impact of after-school programs on students, it is helpful to look at the duration of exposure for students. This section looks at how many hours each of your sites are offering programs for children.

Who enters this information?

Program Director, Site Coordinator, or person delegated to do so.

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. From the top menu bar, under "Site", click "Manage Site".
2. A list of your sites will be shown on the left side. Click the site for which you want to enter data first.
3. Click **Edit Site**.
4. Click the "Site Hours" tab. You will reach the following screen:

Operational Site Hours for 'Knox Elementary'

Save & Continue Save & Close Cancel

No of Hours open - Summer

Days:	WeekDays [hh] : [mi]	Weekday Evening [hh] : [mi]	Weekend [hh] : [mi]
Monday	8 :	:	
Tuesday	8 :	:	
Wednesday	8 :	:	
Thursday	8 :	:	
Friday	8 :	:	
Saturday			:
Sunday			:

No of Hours open - Fall

Days:	Before School [hh] : [mi]	During School [hh] : [mi]	After School [hh] : [mi]	Weekend [hh] : [mi]
Monday	:	:	3 : 0	
Tuesday	:	:	3 : 0	
Wednesday	:	:	3 : 0	
Thursday	:	:	3 : 0	
Friday	:	:	3 : 0	
Saturday				:
Sunday				:

What do I need to enter?

To Begin: Enter the site hours for the 2010–2011 school year. Please note that the screen has changed to account for hours/minutes.

- Enter the information for "Hours for Fall" and "Hours for Spring". Please enter the total number of hours and minutes open per day, **not** start and stop times.
- There is a place to enter comments about hours if you have any additional information the state or federal agencies should be aware of.

TO SAVE WORK: Click **Save & Close**. You will be back at the list of sites.

To Continue: Repeat this process for each site.

To Edit: If you need to edit these fields after entering information, select the site and click "Site Hours." Make sure to click **Save & Close** when finished.

L. Scheduled Holiday

What is this?

This section allows grantees to enter scheduled breaks and holidays (e.g., spring break). **Scheduled holidays are normally longer than 1 day. To enter 1-day holidays, see “Special Holiday” (section M, below).**

Who enters this information?

Program Director, or a person delegated to do so.

What level of the program does this information target?

All (or some) sites across the program.

How do I get to the entry page?

1. From the top menu bar, click on “Site”.
2. From the drop-down menu, click on “Scheduled Holiday”. You will arrive at the following screen:

This screen allows the Grantee to declare the scheduled holiday for the sites.
At the time of declaring holiday, if you click 'Save', then the those session dates within this holiday will be removed from sessions.
Using 'Edit' option the holiday information can be modified.
Using 'Delete' when you delete the holiday, then the dates will be reverted to the session again.

Add Edit Delete

#	Name	Start Date	End Date
1	Spring Break	3/22/2010	3/26/2010
2	Holiday Break	12/21/2009	1/1/2010
3	Thanksgiving	11/26/2009	11/27/2009
4	Fall Break	10/21/2009	10/23/2009

Add Edit Delete

3. To add a scheduled holiday, click **Add**. You will arrive at the following screen:

Save Cancel

Scheduled Holiday Details
Enter Start and End dates for the holiday (Eg; Thanksgiving 11/20/2006 to 11/24/2006). You need to put in the end date only if the holiday is more than 1 day.

Name: Spring Break

Start Date: 3 / 15 / 2010 (MM/DD/YYYY) *

End Date: 3 / 19 / 2010 (MM/DD/YYYY) *

*-Mandatory

Select Sites	Show All Sites (Including Dropped Sites)
Site	<input type="checkbox"/> Check
Chung Elementary	<input checked="" type="checkbox"/>
Chung Elementary 2	<input type="checkbox"/>
Evansville Elementary	<input checked="" type="checkbox"/>
Garoffolo Univ.	<input type="checkbox"/>
Gary Center of intellectual enrichment	<input checked="" type="checkbox"/>
Knox Elementary	<input type="checkbox"/>
test 4	<input type="checkbox"/>

Save Cancel

What do I need to enter?

To Begin: Enter the dates of the scheduled holiday. Then, check the boxes next to each site to which this scheduled holiday applies.

TO SAVE WORK: Click **Save**.

To Edit: If you need to edit a scheduled holiday, go back to step 3. Click on the holiday you wish to edit, then click

Edit

M. Special Holiday

What is this?

This section allows grantees to enter special holidays. Special holidays are **one-day events** such as Labor Day, as well as unscheduled events such as snow days.

Who enters this information?

Program Director, or a person delegated to do so.

What level of the program does this information target?

All (or some) sites across the program.

How do I get to the entry page?

1. From the top menu bar, click on "Site".
2. From the drop-down menu, click on "Special Holiday". You will arrive at the following screen:

This screen allows the Grantee to declare the special holiday for the sites. The date of holiday will be removed from sessions in the sites. Using 'Edit' option the holiday information can be modified. Using 'Delete' when you delete the holiday, then the dates will be reverted to the session again.

List of Special Holiday(s): Click on the date to select		
#	Date	Details
1	2/15/2010	President's Day (snow make up day)
2	1/18/2010	MLK Junior Day
3	11/13/2009	energy saving day
4	9/7/2009	Labor Day

3. To add a special holiday, click . You will arrive at the following screen:

Special Holiday Details

Date: 4 / 15 / 2010 (MM/DD/YYYY) *

Details:

Timings: ☐ After School ☐ Before School ☒ Full Day *

*-Mandatory

Select Sites	Show All Sites (Including Dropped Sites)
Site	<input type="checkbox"/> Check
Chung Elementary	<input type="checkbox"/>
Chung Elementary 2	<input type="checkbox"/>
Evansville Elementary	<input type="checkbox"/>
Garoffolo Univ.	<input type="checkbox"/>
Gary Center of intellectual enrichment	<input type="checkbox"/>
Knox Elementary	<input type="checkbox"/>
test 4	<input type="checkbox"/>

What do I need to enter?

To Begin: Enter the date of the special holiday, as well as all other required fields. Then, check the boxes next to each site to which this scheduled holiday applies.

TO SAVE WORK: Click .

To Edit: If you need to edit a scheduled holiday, go back to step 3. Click on the holiday you wish to edit, then click .

N. Activity Information

What is this?

New categories. When activities were entered by sites, each activity was categorized into one activity category and one academic area based on the federal reporting requirements for the previous federal 21st CCLC grants.

However, the new reporting requirements have changed the categories and allow multiple categories to be selected for each activity. In addition, "academic areas" have been changed to "subject areas." A list of activity categories and definitions are provided in Appendix A and a list of subject areas (no definitions were given) are provided in Appendix B.

Why you should review your activity and subject categories: Based on your data in EZreports, we will report the categories of activities each site provided. Because the activities were originally categorized according to the old federal system, we made some decisions about which categories and subject areas the activities should be placed into in the new federal system.

4. We suggest that you review the activities for each site and make any changes in activity categories and subject areas that would better reflect the activities you provided.

5. Besides the fact that the categories themselves are fairly different from the old categories, you are also now able to select *multiple categories and subject areas* for each activity. By reviewing the activities and their categories, you can check off additional categories for each activity and have it reflected in your federal reporting.

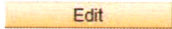
Who enters this information?

Program Director, or a person delegated to do so.

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. From the top menu bar, click on "Program"
2. From the drop-down menu, click on "Activity". You will be taken to a screen with a "List of Activities".
3. Click the activity you wish to edit. It will now be highlighted.
4. Click on the  button. You will be taken to the following screen:

Activity Grants Objectives Site

Academic Enrichment Previous Next

Save & Continue Save & Close Cancel

Activity Information

Name: Academic Enrichment

Special Event: ☐ (Check if the activity is not a routine event)

Targeted Audience: ☒ Student ☐ Adult

Participants: ☒ Student ☐ Adult ☐ Young Sibling (Select one or more groups)

Description: Learning games and activities offered to support student achievement.
[Maximum 1000 characters allowed.]

Activity Categories

Primary Category: Academic Enrichment Learning Program

Other (if Any):

If the activity was intentionally designed to incorporate other elements beyond the primary category identified above, please select a second category from the following dropdown list.

Second Category: --Select--

Other (if Any):

Specific Student Populations Targeted

Please indicate if the activity was specifically designed to exclusively provide services to one or more of the following target populations.

Student Populations: Check all that apply

<input checked="" type="checkbox"/> Students not performing at grade level, are failing, or otherwise are performing below average	<input type="checkbox"/> Limited English proficiency students
<input type="checkbox"/> Students who have been truant, suspended, or expelled	<input type="checkbox"/> Students with special needs or disabilities
<input type="checkbox"/> Other	<input type="checkbox"/> None of the above

Other (if Any):

Activity Subject Area(s)

Subject Area: Check all that apply

<input checked="" type="checkbox"/> Reading/literacy education	<input checked="" type="checkbox"/> Mathematics education
<input type="checkbox"/> Science education	<input type="checkbox"/> Arts and music education
<input type="checkbox"/> Entrepreneurial education programs	<input type="checkbox"/> Telecommunications and technology education programs
<input type="checkbox"/> Cultural Activities/social studies	<input type="checkbox"/> Health/nutrition
<input type="checkbox"/> Other	<input type="checkbox"/> None of the above

Other (if Any):

Save & Continue Save & Close Cancel

What do I need to enter?

To Begin: Review the existing information:

- **Specific Student Population Targeted.** IDOE has set this to "None of the above," so please update this field.
- **Activity Subject area.** Change any subject areas so that the categories accurately reflect the activity delivered. Add any additional subject areas that apply. If you choose multiple subject areas, select a primary subject area.
- Click **Save & Continue**. You will be taken to the "Grants" tab. **Make sure that the appropriate grants are selected for this activity and make any necessary changes.**
- Click **Save & Continue** again. You will be taken to the "Objectives" tab, pictured below. Check the appropriate objective(s) that apply to this particular activity.

Activity Grants **Objectives** Site

Objectives for Activity Academic Enrichment Previous Next

Save & Continue Save & Close Cancel

Select one or more from the following grant objectives. If none of these apply, enter the objectives in the designated box.

Select	Objectives
Grant - Knox Corporation 4	
<input type="checkbox"/>	100 pass 100 students pass Istep tests
<input type="checkbox"/>	1.1 40% of Knox Elementary students will improve their regular day school attendance from fall 2009 to spring 2010.
<input type="checkbox"/>	1.5 50% of parents at Knox Elementary will attend/participate in family fun night activities.
<input checked="" type="checkbox"/>	1.2 70% of students at Garoffolo Univ. will pass the NWEA assessment by the end of Spring 2010.
<input checked="" type="checkbox"/>	1.0 All students at Garoffolo Univ. improve one letter grade in math from fall 2009 to spring 2010.
<input type="checkbox"/>	1.1 EV 1.1 - Evansville K-2 - By Spring 2010, 71% of regular attendees will pass the DIBELS math assessment (be at benchmark recommendation level).
<input type="checkbox"/>	1.2 EV 1.2 - Evansville 3-5 - By Spring 2010, 76% of regular attendees will pass the math section of the Acuity assessment (Tier 3 or Tier 4).
<input type="checkbox"/>	2.1 EV 2.1 - Evansville K-2 - By spring 2010, 71% of regular attendees will pass the DIBELS reading assessment (be at benchmark recommendation level).
<input type="checkbox"/>	2.2 EV 2.2 - Evansville 3-5 - By Spring 2010, 74% of regular attendees will pass the Acuity reading assessment (Tier 3 or Tier 4).
<input type="checkbox"/>	3.0 EV 3.0 - Evansville - By Spring 2010, 96% of regular attendees will attend 90% of school days enrolled.
<input checked="" type="checkbox"/>	1.3 Students at Knox Elem. grades 3-5 improve 50% in reading comprehension from fall 2009 to spring 2010.

Objectives:

Save & Continue Save & Close Cancel

TO SAVE WORK: Click Save & Close. You will be back at the list of activities.

To Continue: Repeat for all activities.

To Edit: If you need to edit these fields after entering information, follow the instructions above.

O. Site Access

What is this?

This section allows programs to determine which administrative features to grant to site coordinators.

Who enters this information?

Program Director, or a person delegated to do so.

What level of the program does this information target?

All sites across the program.

How do I get to the entry page?

1. From the top menu bar, click on "Site".
2. From the drop-down menu, click on "Site Access". You will arrive at the following screen:

Site Configuration	YES	NO
Add Activity	<input type="radio"/>	<input checked="" type="radio"/>
Add Service Provider/Partner	<input type="radio"/>	<input checked="" type="radio"/>
Add Student	<input checked="" type="radio"/>	<input type="radio"/>
Edit Staff	<input checked="" type="radio"/>	<input type="radio"/>
Delete Staff	<input checked="" type="radio"/>	<input type="radio"/>
Manage Site Users	<input checked="" type="radio"/>	<input type="radio"/>
Manage Feeder School	<input type="radio"/>	<input checked="" type="radio"/>
Transfer Student	<input checked="" type="radio"/>	<input type="radio"/>
Hide Delete Tab in Manage Registration	<input type="radio"/>	<input checked="" type="radio"/>

Site Defaults	
Default City	<input type="text"/>
Default Zip	<input type="text"/> - <input type="text"/>
Default County	-- Select -- <input type="button" value="v"/>

*-Mandatory

What do I need to enter?

To Begin: IDOE highly recommends that Program Directors use the above defaults for their site coordinators. Click the appropriate YES or NO radio buttons to grant or limit access to particular features. If all program sites are located in the same city, zip code, or county, Program Directors may elect to fill in those fields here as well. This will save time for site coordinators later.

TO SAVE WORK: Click .

To Edit: If necessary, follow all steps above to make changes.

P. Grade/Subject

What is this?

This section allows grantees to determine the subject areas for which grades will be recorded. English/Reading and Mathematics are mandatory as per state requirements.

Who enters this information?

Program Director, or a person delegated to do so.

What level of the program does this information target?

All sites across the program.

How do I get to the entry page?

1. From the top menu bar, click on "Administration".
2. From the drop-down menu, click on "Grade/Subject". You will arrive at the following screen:

The screenshot shows a web-based dialog box titled "Subjects for Grades". At the top right of the dialog are two buttons: "Save & Close" and "Cancel". The main area of the dialog contains a section titled "Choose Subjects for Grades" which lists several subjects with checkboxes. The subjects and their selection status are: English/Reading (checked), Mathematics (checked), Science (unchecked), History (unchecked), Social Studies (checked), and Writing (checked). Below this list, there are two informational lines: the first starts with a green checkmark icon and says ": Mandatory Subjects as per State Requirements"; the second starts with a checked checkbox icon and says ": Grades have already been entered for these subjects for some student(s)". At the bottom of the dialog, there are two more buttons: "Save & Close" and "Cancel".

What do I need to enter?

To Begin: If applicable, check the subject areas for which grade data will be recorded, in addition to English/Reading and Mathematics.

TO SAVE WORK: Click .

To Edit: If necessary, follow all steps above to make changes.

Q. Grade Type

What is this?

This section allows grantees to define letter or number grades for their sites.

Who enters this information?

Program Director, or a person delegated to do so.

What level of the program does this information target?

Individual sites across the program.

How do I get to the entry page?

1. From the top menu bar, click on "Administration".
2. From the drop-down menu, click on "Grade Type". You will arrive at the following screen:

Grade Type for 'feeder schools'

This screen should be used only if one or more of your feeder schools use **letter grades**. You should first select a group of schools that have the same letter grade structure and define the letter grades. Repeat the two steps for the next group of schools.

Select schools with similar "letter grades"

Select	Feeder school	Grade type	Letter grades	Grade data exists	Action
<input checked="" type="checkbox"/>	Evansville Elementary	Letter	A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F		Edit letter grades Switch to number
<input type="checkbox"/>	Garoffolo Elementary	Number			
<input type="checkbox"/>	Gary Private school	Number			
<input checked="" type="checkbox"/>	Knox Elementary	Letter	A+, A-, A, B+, B, B-, C+, C, C-, D+, D, D-, F, S+, S, NS		Edit letter grades Switch to number
<input type="checkbox"/>	Whitewater Elementary	Number			

Define letter grades in the ranking order (enter highest in box 1)

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

Save

Save & Close

Cancel

What do I need to enter?

To Begin:

1. **Place a check next to the school(s) for which you wish to define grade types.** In this example, we are going to define grades for **both** Gary Private School and Whitewater Elementary.

<input type="checkbox"/>	Garoffolo Elementary
<input checked="" type="checkbox"/>	Gary Private school
<input checked="" type="checkbox"/>	Knox Elementary
<input checked="" type="checkbox"/>	Whitewater Elementary

This means that both schools have identical grading schemes. There is no limit to the number of schools you can define at a time, as long as their grading schemes are identical. If there is a school that has a unique grading scheme, you will have to define that school separately (check only that school).

2. **Define your letter grades**, going from highest to lowest. In the example below, the highest grade is an A, followed by A-, B+, and so on. There are no plus or minus grades for D or F in this example. (Your feeder schools may have different grading schemes.)

Define letter grades in the ranking order (enter highest in box 1)									
1	A	2	A-	3	B+	4	B	5	B-
6	C+	7	C	8	C-	9	D	10	F
11		12		13		14		15	
16		17		18		19		20	
21		22		23		24		25	

TO SAVE WORK: Click Save when you are finished.

To Continue: Go back to Step 1 under "To Begin" above, and repeat for all feeder schools.

To Edit: If you need to edit a grading scheme, click the ["Edit letter grades"](#) link to the right of the feeder school.

R. Report Card Dates

What is this?

This section allows grantees to define dates for summer, fall, and spring grading periods.

Who enters this information?

Program Director, or a person delegated to do so.

What level of the program does this information target?

Individual sites across the program.

How do I get to the entry page?

1. From the top menu bar, click on "Administration".
2. From the drop-down menu, click on "Report Card Dates". You will arrive at the following screen:

Select	Feeder school	Date exists	Action
<input type="checkbox"/>	Evansville Elementary		Set grade dates
<input checked="" type="checkbox"/>	Garoffolo Elementary		Set grade dates
<input type="checkbox"/>	Gary Private school	<input checked="" type="checkbox"/>	Edit grade dates
<input checked="" type="checkbox"/>	Knox Elementary		Set grade dates
<input checked="" type="checkbox"/>	Whitewater Elementary		Set grade dates

Set Grade Dates	
Semester - Summer	
Date	<input type="text"/> (MM/DD/YYYY)
Semester - Fall	
Grade Date1	<input type="text"/> (MM/DD/YYYY)
Grade Date2	<input type="text"/> (MM/DD/YYYY)
Grade Date3	<input type="text"/> (MM/DD/YYYY)
Final Grade	<input type="text"/> (MM/DD/YYYY)
Semester - Spring	
Grade Date1	<input type="text"/> (MM/DD/YYYY)
Grade Date2	<input type="text"/> (MM/DD/YYYY)
Grade Date3	<input type="text"/> (MM/DD/YYYY)
Final Grade	<input type="text"/> (MM/DD/YYYY)

Save Save & Close Cancel

What do I need to enter?

To Begin:

1. **Place a check next to the school(s) for which you wish to define grade types.** In the screenshot above, three schools have been checked. This means that all three schools have identical dates. There is no limit to the number of schools you can define at a time, as long as their dates are identical. If there is a school that has a unique date scheme, you will have to define that school separately (check only that school).
2. **Enter the relevant dates in the bottom section ("Set Grade Dates").**

TO SAVE WORK: Click [Save](#) when you are finished.

To Continue: Go back to Step 1 under "To Begin" above, and repeat for all feeder schools.

To Edit: If you need to edit the report card dates, click the ["Edit grade dates"](#) link to the right of the feeder school (in the screenshot above, see the link to the right of "Gary Private school").

S. Manage Tests

What is this?

This section allows grantees to manage all local and state assessment tools used in their programs.

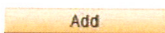
Who enters this information?

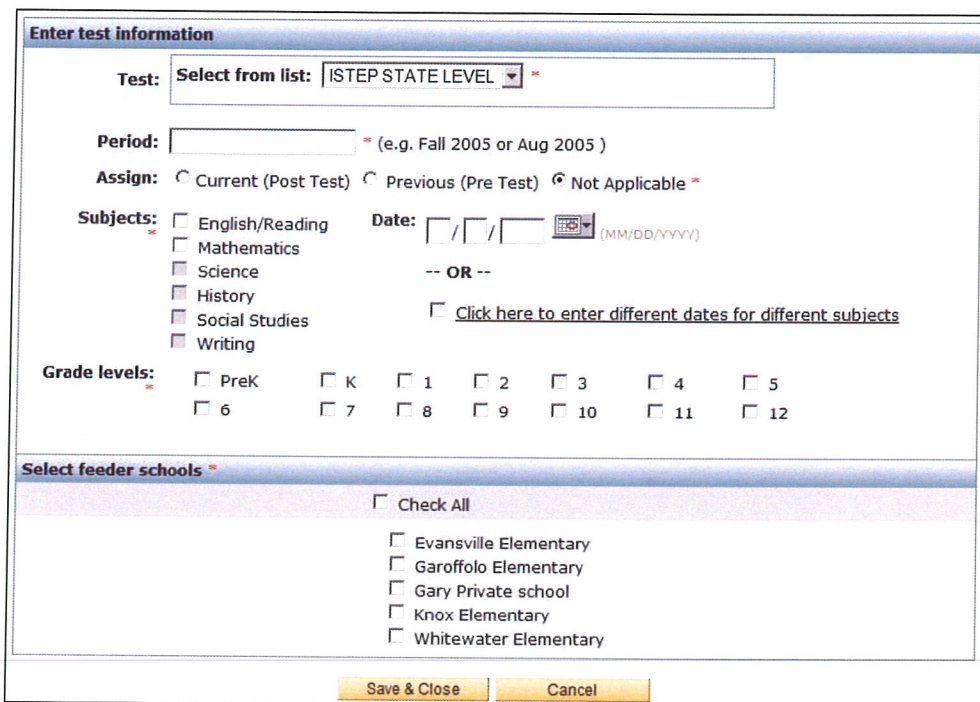
Program Director, or a person delegated to do so.

What level of the program does this information target?

Individual sites across the program.

How do I get to the entry page?

1. From the top menu bar, click on "Administration".
2. From the drop-down menu, click on "Manage Tests".
3. To add a test, click on . You will arrive at the following screen:



Enter test information

Test: Select from list: ISTEP STATE LEVEL *

Period: * (e.g. Fall 2005 or Aug 2005)

Assign: ☐ Current (Post Test) ☐ Previous (Pre Test) ☒ Not Applicable *

Subjects: ☐ English/Reading ☐ Mathematics ☐ Science ☐ History ☐ Social Studies ☐ Writing


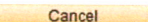
Date: / / (MM/DD/YYYY) [Click here to enter different dates for different subjects](#)

Grade levels: ☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Select feeder schools *

☐ Check All

- ☐ Evansville Elementary
- ☐ Garoffolo Elementary
- ☐ Gary Private school
- ☐ Knox Elementary
- ☐ Whitewater Elementary


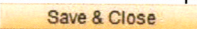
 

What do I need to enter?

To Begin: Select a test from the drop-down menu. (IDOE will populate the list of tests you may choose from.) Enter all required and relevant information.

TO SAVE WORK: Click  when you are finished.

To Continue: Go back to Step 3 under above, and repeat for all assessment tests.

To Edit: If you need to edit a previously entered test, click on the  (Edit) icon to the right of the assessment test. Make sure to click  when you are finished.

T. Forms & Documents

What is this?

This section allows grantees to make forms and documents available for download by their sites. **Please upload your Teacher Surveys** (and any other critical documents) **here for your site coordinators to download if necessary.**

Who enters this information?

Program Director, or a person delegated to do so.

What level of the program does this information target?

All sites across the program.

How do I get to the entry page?

1. From the top menu bar, click on "Administration".
2. From the drop-down menu, click on "Forms & Documents". You will arrive at the following screen:

Forms & Documents			
List of Forms & Documents			
Active	Form	File	Action
No records found			

Add/Edit Forms & Documents
Form Name: *
File Name: Attach
File Type:
Active: ☐ (Makes document active for download)
Add Form/Document
*-Mandatory Fields

What do I need to enter?

- Enter the name of the form under "Form Name" on the right side of the screen.
- Click on the Attach button.
- Browse to your document using the pop-up window:
- Click the **Upload File** button.
- Check the "Active" checkbox to make the document available for download by your sites.
- Click the **Add Form/Document** button.
- Verify that the document is indeed active by looking for the green check mark.

UPLOAD INFORMATION
File to upload: Browse...
Upload File Cancel

List of Forms & Documents			
Active	Form	File	Action
<input checked="" type="checkbox"/>	Site Coordinator mid-year data Checklists	7-21stCCLC PD and SC Checklists Ezreports 2010-2011.doc	

To Edit: If you need to edit a previously entered document, click on the (Edit) icon document. You will be returned to step 2, above.

U. Additional users

What is this?

This section allows Program Directors to grant administrative access to EZReports to other users at three different levels: the Program Director level, the Grant level, and the Multi-Site level.

Who enters this information?

Program Director, or a person delegated to do so.

What level of the program does this information target?

Variable.

How do I get to the entry page?

1. From the top menu bar, click on "Administration".
2. From the drop-down menu, click on "Additional Users". You will arrive at the following screen:

Program Director Grant Multi Site

Users with same rights as Program Director

Add User Edit Delete

List of Program Director level Users

#	UserID	Name	Job Title	Phone	Fax	Email	Last Login Date	Action
No records found								

Add User

What do I need to enter?

To Begin: Click on the appropriate tab for the level of administrative privileges that you wish to grant: "Program Director", "Grant", or "Multi Site". Then,

- Click on the **Add User** button.
- Fill in all required fields.

TO SAVE WORK: Click **Save & Close**.

To Edit: If necessary, click next to the additional user to make changes.

V. Prior Programs

What is this?

This section looks at how the program ran before it was funded by the 21st CCLC grant. Most of this section may not apply to everyone and only needs to be filled in if your program began before you received the 21st CCLC grant. For those who do need to fill this in, you will be entering information about the length of time the program had been running before receiving this grant, about services that were provided then, and how it was staffed.

Who enters this information?

Program Director or a person delegated by Program Director

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. From the top menu bar, click on "Site".
2. From the drop-down menu, click on "Manage Site".
3. Click on the site you wish to modify, then click on [Edit Site](#).
4. From the "Site Information" screen, click on the "Prior Programs" tab. You will arrive at the following screen:

Site	Feeder Schools	Semester Dates	Site Hours	Prior Programs
Prior Programs for 'Knox Elementary'				Previous Next
Save & Close Cancel				
Enter the following information for Prior Out-of-School Programs at this site:				
What was the length of time the center was in operation before receiving state provided 21st CCLC funding? If "No prior out-of-school time program at the Center location," is selected then the remaining information is not required.		6 to 10 Years *		
Prior Activities				
Academic Enrichment learning programs:		Routinely (e.g., 3 to 4 times a week)		
Other enrichment activities (e.g., music, arts, cultural studies and youth development activities):		Routinely (e.g., 3 to 4 times a week)		
Homework and Tutoring Assistance:		Routinely (e.g., 3 to 4 times a week)		
Sports and Recreation Activities:		Routinely (e.g., 3 to 4 times a week)		
Other		Did Not Provide		
Prior Operations				
Prior Operations: (Check all that apply)		<input checked="" type="checkbox"/> Summer <input checked="" type="checkbox"/> School Year		
Prior Staffing				
Prior Staffing: (Check all that apply)		<input checked="" type="checkbox"/> 1. Paid Certified Teacher(s) <input checked="" type="checkbox"/> 2. Other paid staff with a bachelor's degree or higher <input type="checkbox"/> 3. Other paid staff with little or no college <input checked="" type="checkbox"/> 4. Volunteer staff		
Prior 21st CCLC Federal Program				
Was this site previously funded under a 21st CCLC Federal Discretionary Program?		<input type="radio"/> Yes <input checked="" type="radio"/> No *		

What do I need to enter?

Complete all fields. Make sure to click [Save & Close](#) when you are finished.

Site Coordinator-Level Entry

This information will be entered for each site within your program. The instructions below describe data entry for a site; these instructions need to be repeated for *every site*.

To access the site level screens directly from the Program Director level: To access each site from the Program Director level, on the top menu bar, click on Site, and then on Manage Site from the drop down menu. You will be taken to the following window (see screenshot below). Click on the site name that you want to enter information for, and click on the "Logon to Site" button.

Site

Add SiteEdit SiteDelete SiteDrop SiteLogon to Site

List of Active Sites

1	Chung Elementary
2	Chung Elementary 2
3	Evansville Elementary
4	Garoffolo Univ.
5	Gary Center of intellectual enrichment
6	Knox Elementary
7	test 4

List of Dropped Sites

Action

No records found

Student Registration Summary

	Proposed	Registered	Active	Dropped	Regular
Students:	200	7	7	0	0
Adults:	30	1	1	0	0

Enrollment/Attendance Options Selected

Enrollment	Attendance
Manual	Session Attendance - Weekly Roster

Site Coordinator Information

Name: Webb, Brandon

Address: 111 Univ. Blvd
Indianapolis, IN - 46217

Phone: 317-222-2222

Fax:

Email: xdfdf@hotmail.com

Last Login Date :

Site Grant Information

Grant Name	Start Date	End Date
Knox Corporation 4	7/13/2009	5/20/2012

Add SiteEdit SiteDelete SiteDrop SiteLogon to Site

W. Activity Priorities

What is this?

The activities and subject areas, by category, this site *intended* to provide and the priority placed upon each of those areas.

Who enters this information?

Site Coordinator, Program Director, or person delegated to do so.

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. From the top menu bar, click on "Activity".
2. From the drop-down menu, click on "Activity Priority". You will reach the following screen:

Activity Priority				
<div>Save & Close Cancel Delete</div>				
Priority				Activity Category
High	Medium	Low	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter the priority for activities under each of the activity categories below:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Promotion of family literacy *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Students with special needs or disabilities *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Academic Enrichment Learning Program *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Academic improvement/remedial education programs *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tutoring *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Homework Help *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Supplemental Education Services *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mentoring *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Limited English proficiency students *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Recreational Activity *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Students who have been truant, suspended, or expelled *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Drug/Violence Prevention, Counseling, or Character Education *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Promotion of parental involvement and family literacy *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Career/Job Training for Youth *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Career/job training for adults *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Expanded Library Service Hours *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Community Service/Service Learning *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Activity to Promote Youth Leadership *
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other *
				Specify 'Other Activity Category' (Provide description within 255 characters):

What do I need to enter?

To Begin: Enter the following information:

3. **Activity category.** Indicate for each line what priority this site places on providing the activity type. **New definitions of activity categories are listed in Appendix A.**
4. **Subject area.** Indicate for each line what priority this site places on providing the activity type. **New subject areas are listed in Appendix B.**

TO SAVE WORK: Click

Save & Close

.

To Edit: If you need to edit these fields after entering information, follow the instructions above.

X. Staff Information

What is this?

Staff type categories were changed as part of the new federal reporting. We made decisions about how to place staff categorized under the previous guidelines into the new categories, but we suggest you review the staff types for each staff to determine whether they accurately reflect your service delivery staff and whether they were paid or volunteer.

Who enters this information?

Site Coordinator, Program Director, or person delegated to do so.

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. From the top menu bar, click on "Program".
2. From the drop-down menu, click on "Staff". A list of all staff associated with the site will be shown:

Staff						
Click to Retrieve Staff by Last Name						
ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						
Add Staff Edit Delete Drop Activate Associated Sessions						
List of Active Staff(s): Click on the name to select						
#	Name	Phone	Mobile	EMail	Start Date	Action
1	Carol, Lisa	769-213-2345		chief@hotmail.com	1/5/2009	
2	Day, Dottie	999-999-9999		pointcounter@yahoo.com	1/5/2009	
3	G, Tommy	371-555-5555		tttt@msn.com	2/2/2009	

3. To add new staff members, click the **Add Staff** button. To edit existing staff members, click the (Edit) icon to the right of the staff member's name (under the "Action" column). You will be taken to this screen:

Personal Information		Previous	Next
Last Name:	Carol *	Race/ Ethnicity:	Multi-Racial *
First Name:	Lisa *	If the race of the staff is Multiracial, check all that apply	
Gender:	Female *	<input type="checkbox"/> White	
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY) *	<input type="checkbox"/> Black or African American	
Highest Education Level Attained:	Master's Degree *	<input type="checkbox"/> Hispanic or Latino	
Health Screening:	<input type="checkbox"/>	<input type="checkbox"/> Asian	
Fingerprint Clearance:	<input type="checkbox"/>	<input type="checkbox"/> Native Hawaiian or Pacific Islander	
		<input checked="" type="checkbox"/> American Indian or Native Alaskan	
		<input checked="" type="checkbox"/> Middle Eastern	
Work Information			
Payment Type:	<input type="radio"/> Cash <input type="radio"/> In-Kind <input checked="" type="radio"/> Volunteer *		
\$ Value Per Hour	<input type="text"/> 0		
Staff Type:	Parents *		
Is this person funded by the 21st CCLC grant?	<input type="radio"/> Yes <input checked="" type="radio"/> No *		
Job Title:	volunteer, literacy *		
Start Date:	<input type="text"/> 1 / 5 / 2009 *		

What do I need to enter?

To Begin: Delete any staff that didn't work for the program the reporting period.

- Enter all **Personal Information**.
- Complete all information under the **Work Information** section. Enter Value Per Hour for all. If the staff member is a volunteer, enter "0" in this field.
- If the staff member was funded by the 21st CCLC grant, check off the box next to "Funded by 21st CCLC grant"
- **Work Experience** sections needs completed for all staff. The system does not reflect this as a mandatory requirement, but the **USDOE requires this information, so please be sure to fill out all of the Work Experience section!**

TO SAVE WORK: Click . You will be back at the list of staff.

To Continue: Repeat for all staff.

To Edit: If you need to edit these fields after entering information, start again at step 3, above.

Y. Supplemental APR Information

What is this?

This is miscellaneous information not captured elsewhere.

Who enters this information?

Site Coordinator, Program Director, or person delegated to do so.

What level of the program does this information target?

Individual sites.

How do I get to the entry page?

1. From the top menu bar, click on "Program".
2. From the drop-down menu, click on "Supplement APR Data". You will reach the following screen:

Supplement APR Data	
Staff	
Number of paid staff that regularly staffed the center during the reporting period who left the program and were replaced during the reporting period with a new staff member. *	<input type="text"/>
Number of paid, regular staff who worked at the center during the reporting period that were not funded directly by the 21st CCLC grant. Only count paid staff that received no compensation from funds associated with the 21st CCLC grant.	<input type="text"/>
Comments on Staffing	<input type="text"/>
Activity	
Comments on Activity	<input type="text"/>
Attendance	
Comments on Attendance	<input type="text"/>
Grade	
Comments on Grade	<input type="text"/>
Teacher Survey	
Number of Survey Given out(During the reporting period)	<input type="text"/>
Comments on Teacher Survey	<input type="text"/>
State Assessment Current Year	
Comments on State Assessment Current Year	<input type="text"/>

What do I need to enter?

To Begin: Complete only the following fields:

- **Staff turnover.** Enter the number of staff that left and were replaced. This field is mandatory.
- **Number of Paid/Regular Staff.** Please consider this a mandatory field, even if it is not yet marked mandatory!
- **Comments on Activity.** If you have comments about activity priorities or provision, enter those in this field (not required, but IDOE would love to hear comments).
- **Comments on Attendance.** If you have comments about your attendance rates, enter those here (not required, but IDOE would love to hear comments).
- **Grade.** If you have comments on the availability (or lack) of school grade data, enter those under “Comments on Grade” (not required but would love to hear comments)
- **Teacher survey.** If you have comments on the availability (or lack) of the optional teacher survey given last year, enter those under “Comments on Teacher Survey”. Complete “Number of Surveys Given Out”.
- **State Assessment Current Year.** If you have comments on the availability (or lack) of MEAP data for 2010–2011, enter those under “Comments on State Assessment Current Year”. (not required but would love to hear comments)

TO SAVE WORK: Click .

To Edit: If you need to edit these fields after entering information, follow the instructions above.

Appendix A. New Activity Categories and Definitions

1. **Academic enrichment learning programs** (Enrichment activities expand on students' learning in ways that differ from the methods used during the school day. They often are interactive and project-focused. They enhance a student's education by bringing new concepts to light or by using old concepts in new ways. These activities are fun for the student, but they also impart knowledge. They allow the participants to apply knowledge and skills stressed in school to real-life experiences.)
2. **Academic improvement/remediation activities** (These activities specifically target students whose academic performance has been deemed to be in need of improvement given that the student is not performing at grade level, is failing, or is otherwise performing below average. Academic improvement programs are designed to address deficiencies in student academic performance. Activities in this category may involve tutoring, academic enrichment, or other forms of service delivery that specifically involve students identified in need of academic improvement.)
3. **Tutoring/homework help** (These activities provide direct assistance with classroom work. Tutors or teachers help students complete their homework, prepare for tests, and work specifically on concepts covered during the school day.)
4. **Supplemental educational services** (Supplemental educational services provide additional academic instruction designed to increase the academic achievement of students in schools that have not met State targets for increasing student achievement (adequate yearly progress) for three or more years. These services may include tutoring and after-school services. They may be offered through public- or private-sector providers that are approved by the state, such as public schools, public charter schools, local education agencies, educational service agencies and faith-based organizations. Students from low-income families who remain in Title I schools that fail to meet state standards for at least three years are eligible to receive supplemental educational services.)
5. **Mentoring** (Mentoring activities primarily are characterized by matching students one-on-one with one or more adult role models, oftentimes from business or the community, for guidance and support.)
6. **Recreational activities** (These activities are not academic in nature but rather allow students time to relax or play. Sports, games, and clubs fall into this category. Occasional academic aspects of recreation activities can be pointed out, but the primary lessons learned in recreational activities are in the areas of social skills, teamwork, leadership, competition, and discipline.)
7. **Activities for limited English proficient students** (These activities specifically target students with limited English proficiency and are designed to further enhance students' ability to utilize the English language.)
8. **Activities that target truant, expelled, or suspended students** (These activities specifically target truant, expelled or suspended students and are designed to reengage these students in educational services and/or address academic attainment/behavioral issues through counseling and support that have estranged these students from traditional educational settings.)
9. **Drug and violence prevention programs, counseling programs, and character education programs** (These activities are designed to prevent youth in engaging in high risk behaviors including the use of drugs and alcohol, amelioration of the causal factors that may have lead youth participate in such activities through counseling and support, and/or the cultivation of core, ethical values such as caring, honesty, fairness, responsibility, and respect for self and others that are likely to contribute to prevention efforts.)
10. **Programs that promote parental involvement and family literacy** (These activities specifically target adult family members of youth participating in the 21st CCLC program and are designed to more actively engage parents in supporting the educational attainment of their children and/or enhance the literacy skills of adult family members.)
11. **Career/job training** (These activities may target either youth and/or adults participating in the 21st CCLC program and are designed to support the development of a defined skill set that is directly transferable to a specific vocation, industry, or career. For youth participating in center programming, activities that are designed to expose youth to various types of careers and which help inform youth of the skills needed to obtain a given career could also be considered in this activity category.)
12. **Expanded library service hours** (21st CCLC funds are used to specifically to expand, beyond normal operating hours, the number of hours a library is open.)
13. **Community service/service learning programs** (These activities are characterized by defined service tasks performed by students that address a given community need and that provide for structured opportunities that link tasks to the acquisition of values, skills, or knowledge by participating youth.)
14. Activities that promote youth leadership (no definition provided)
15. Other activities (describe)

Appendix B. New Subject Areas

1. Reading/literacy education activities
2. Mathematics education activities
3. Science education activities
4. Arts and music education activities
5. Entrepreneurial education activities
6. Telecommunications and technology education activities
7. Cultural activities/social studies
8. Health/nutrition-related activities
9. Other subject areas (describe)


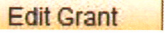
Appendix C. New Staff Types




1. Paid School-day Teachers
2. Paid College Students
3. Paid High School Students
4. Paid Parents
5. Paid Youth Development Workers
6. Paid Other Community Members
7. Paid Other Nonteaching School Staff
8. Paid, Other (describe)
9. Volunteer School-day Teachers
10. Volunteer College Students
11. Volunteer High School Students
12. Volunteer Parents
13. Volunteer Youth Development Workers
14. Volunteer Other Community Members
15. Volunteer Other Nonteaching School Staff
16. Volunteer, Other (describe)

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End-of-Year Data Checklist

Program Director Level

1. Program (menu) → Activity
 - a. Click on an activity to highlight it
 - b. Click 
 - i. In the **Activity tab**, make sure all mandatory fields are completed. See Manual, Section N
 - ii. In the **Objectives tab**, make sure that all relevant Objectives have been checked. See Manual, Section N
 - c. Repeat steps (a) and (b) above for all activities
2. Program (menu) → Grant
 - a. Click on the appropriate grant, if necessary
 - i. Click 
 - ii. In the **Grant tab**,
 1. make sure all required fields have been completed
 2. If incomplete, see Manual, Section A
 - iii. In the **Grant Objectives tab**,
 1. make sure all current STPMs are present
 2. delete all non-current STPMs
 3. If incomplete, see Manual, Section B
 - iv. In the **Other Funds tab**,
 1. check the appropriate sources of funding, if any
 2. If incomplete, see Manual, Section C
 - v. In the **Provider/Partner tab**,
 1. verify that the list of providers here matches the list of providers in section 3, below
 2. add any providers in this tab, if there are any missing
 3. delete any providers, if necessary
 4. click Edit for each provider and
 - a. enter a dollar value for each provider's contributions
 - b. check "Yes" or "No" **for each question** under "Contribution Information"
 5. If incomplete, see Manual, section E

3. Program (menu) → Service Provider/Partner
 - a. Click on a service provider
 - b. Click 
 - c. Make sure all required fields have been completed
 - d. If incomplete, see manual, Section D
4. Site (menu) → Manage Site
 - a. Click on a site
 - b. Click 
 - i. Under the **Site tab**, make sure that the proposed number of students is correct (see Manual, Section G)
 - ii. Under the **Site Hours tab**, make sure that all hours are correct (see Manual, Section K)
 - iii. Under the **Prior Programs tab**, **all fields are required** unless the center was not in operation before receiving IDOE 21st CCLC funding (see Manual, Section V)
5. Site (menu) → Feeder Schools
 - a. Click on a feeder school
 - b. Click 
 - i. Answer all questions in this section, including:
 1. It's a private school
 2. It's a Low performing School
 3. School Type
 4. Is Title 1 School
 5. Instructional Days (Summer, Spring, Fall)
 6. Grades Served
 7. Demographics by Grade Level
 8. Demographics by Race
 9. Other Demographic Information
 - ii. If incomplete, see Manual, Section H
 - iii. For steps 7–9, see <http://www.doe.in.gov/data/> and search for your feeder schools by name or by city
6. Administration (menu) → Grade Type
 - a. Make sure all schools have appropriate grading schemes
 - b. If incomplete, see Manual, Section Q
7. Administration (menu) → Manage Tests
 - a. Make sure all assessments are included
 - b. If incomplete, see Manual, Section S

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End-of-Year Data Checklist

Site Coordinator Level

1. Activity (menu) → Manage Activity
 - a. Delete activities with no sessions
 - b. Delete activities with zero students
 - c. Make sure no activities are scheduled for >4 hours (due to federal DOE data requirements)
 - i. This seems to be a problem primarily for some summer activities that have been entered as “Summer 09 Activities” (or something similar) with the “activity” scheduled between 12-5.
2. Activity (menu) → Activity Priority
 - a. Make sure all questions are answered
3. Registration (menu) → Manage Registration

Active
Dropped
Deleted

Active Participant(s)

Registration Summary					
	Proposed	Registered	Active	Dropped	Regular
Students:	100	5	5	0	0
Adults:	50	0	0	0	0

Filter Students by Last Name and School

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

☒ Student
 ☐ Adult
 ☐ All

Select School: All Schools

Add Student
Add Adult
Delete Multiple
Drop Multiple






View 999 Participants per Page Go
Page 1

List of Active Student(s) : Click on the column heading to sort

#	Last Name ▲	First Name	Type	DOB	District StudentID	Reg. Date	Grade	Attendance				Action
								Total	Smr	Fall	Spr	
1.	Bobby	Ricky	S	01/01/00		07/13/09	2	3		3		
2.	Boss	Billy	S	08/09/98		07/13/09	4	3		3		
3.	Jones	Jackie	S	01/01/98		07/13/09	5	3		3		
4.	Poppins	Mary	S	02/02/01		07/13/09	3	3		3		
5.	Sample	Suzie	S	09/09/02		07/13/09	1	3		3		

Add Student
Add Adult
Delete Multiple
Drop Multiple

Students dropped and subsequently reactivated
Regular students

- a. Enter “999” in the box next to “View ____ Participants per Page”
 - b. Click 
 - c. Click on the Edit icon next to the first student’s name (in the “Action” column)
 - d. Click on the **Registration** tab
 - i. Make sure all required fields have been completed
 - ii. Please note that Transportation Mode and Education Program are now mandatory fields
 - iii. **Tip: to check all your students quickly, click the  button to check the next student’s data. Any changes will be saved automatically when you click .**
 - e. When you are finished with the **Registration** tab **for all students**, click on the **Academics** tab
 - i. Make sure all required fields have been completed
 - ii. If there are any **students with zero days attended**, they **must be deleted**
 - iii. **Tip: to check all your students quickly, click the  button to check the next student’s data. Any changes will be saved automatically when you click .**
 - f. When you are finished with the **Academics** tab **for all students**, go back to **Registration (menu) → Manage Registration** to get back to the roster of all students. For all students for whom a teacher survey was completed,
 - i. Click the Edit icon next to the student’s name
 - ii. Click on the **Survey** tab
 - iii. Verify that all required questions have been answered
4. Roster (menu) → Submit Attendance
- a. Make sure that attendance has been submitted for all months
 - b. If any months cannot be submitted due to missing attendance, enter attendance for those weeks, then submit that month again
 - c. Note: you will not be able to submit attendance for May until 6/01/10
5. Roster (menu) → Special Event Attendance
- a. If you had any special events, you must enter attendance in this section
6. Program (menu) → Supplement APR data
- a. Make sure that the following fields have been completed
 - i. Staff: “Number of paid staff that regularly staffed the center...” (mandatory field) – indicates staff turnover
 - ii. Teacher Survey: “Number of Survey Given out...” (please consider this mandatory)
 - iii. All other fields are optional, but IDOE would love to hear comments!

21st CCLC Annual Performance Report (APR) - Teacher Survey

Teacher Survey-21st Century Community Learning Centers (21st CCLCs)

This survey is designed to collect information about changes in a particular student's behavior during the school year. Please select only one response for each of the questions asked in the table below. Please note that survey response options are divided into two primary groups: (1) **Did Not Need to Improve**, which suggests that the student had already obtained an acceptable level of functioning and no improvement was needed during the course of the school year; and (2) **Acceptable Level of Functioning Not Demonstrated Early in School Year—Improvement Warranted**, which suggests that the student was not functioning at a desirable level of performance on the behavior being described. If the student warranted improvement on a given behavior, please indicate the extent to which the student did or did not improve on that behavior during the course of the school year by indicating if they demonstrated **Significant Improvement**, **Moderate Improvement**, or one of the other levels listed below. If you believe the behavior described in a given question is not applicable for the student for whom you are completing the survey (e.g., homework is not given in your classroom because of the age of the student), please do not provide a response for that question.

Name of student:

Grade/school: _____

Subject taught (if middle or high school):

[illegible]